



CITY OF HOUSTON

Job Posting

1	TN	Applications accepted from:	ALL PERSONS INTERESTED								
2		Job Classification	FIELD SUPERVISOR								
3		Posting Number	PN#107300								
4		Department	Public Works & Engineering Department								
5		Division	Right-of Way & Fleet Maintenance Division								
6		Section	Concrete Maintenance								
7		Reporting Location	5900 Teague*								
8		Workdays & Hours	Mon - Thu, 6:00 a.m. – 4:30 p.m.*								
*Subject to change											
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Organizes and assigns the work of work crews responsible for concrete maintenance activities; monitors work in progress. Ensures that employees have adequate work supplies and properly functioning equipment in order to perform assigned tasks. Analyzes and resolves staff, equipment and operating problems. Reviews operation policies and procedures; recommends changes to increase efficiency; implements approved changes. Trains new employees, sets up and maintains employee attendance records. Prepares periodic employee performance evaluations; reviews contents with the employee. Prepares periodic production reports as required and/or requested. Plans and conducts staff meetings; appraises staff of relevant occurrences and policy/procedures changes. Assists with daily operations tasks as needed; drives city vehicle. Oversees preventive maintenance of assigned vehicles, equipment and tools. Observes safety regulations and ensures that crews do the same.										
10	<u>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</u> This position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces.										
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.										
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of progressively responsible experience in the maintenance field.										
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Requires a valid Texas Class C driver's license and compliance with the City of Houston's policy on driving (AP 2-2)										
14	<u>PREFERENCES</u> Preference will be given to applicants with knowledge of concrete repair and maintenance.										
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None										
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.										
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <table><tr><td colspan="4"><u>Salary Range - Pay Grade 17</u></td></tr><tr><td>\$992 - \$1,345</td><td>Biweekly</td><td>\$25,792 - \$34,970</td><td>Annually</td></tr></table>			<u>Salary Range - Pay Grade 17</u>				\$992 - \$1,345	Biweekly	\$25,792 - \$34,970	Annually
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18	<u>OPENING DATE</u>	October 26, 2005									
19	<u>CLOSING DATE</u>	November 1, 2005									
20	<u>APPLICATION PROCEDURES</u> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources Department TDD telephone number is (713) 837-9471.										

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